

TO: Implementation Board of the Santa Clara Valley Habitat Agency

FROM: Kenneth Schreiber, Interim Executive Officer

SUBJECT: Status Report on Recruitment of Executive Officer

Recommended Action:

Adopt a motion setting a Special Implementation Board meeting for Wednesday, April 30, 2014 for 9:00 am at the Santa Clara Valley Water District, 5700 Almaden Expressway, San Jose, CA 95118.

Discussion:

The schedule for the Executive Officer recruitment process is:

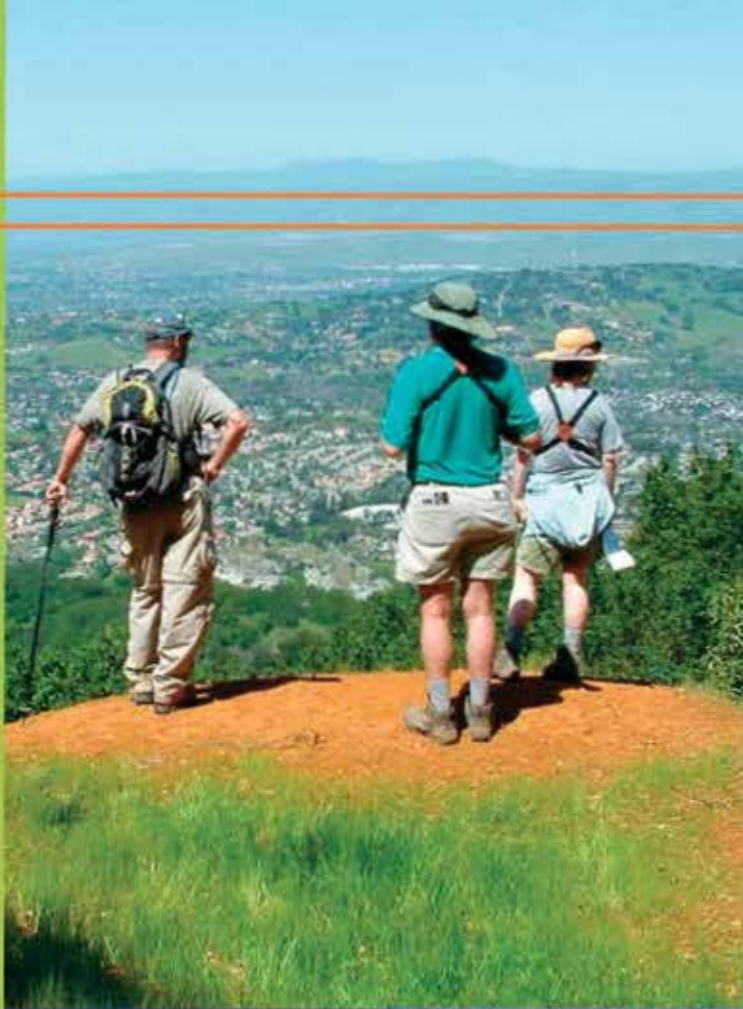
Sunday, March 16, 2014	Deadline for submittal of applications to CPS HR
Tuesday, April 1, 2014	Selection Committee meeting from 10 am to noon at SCVWD to review applications and select applicants to be interviewed
Friday, April 18, 2014	Selection Committee interviews from 9 am to noon at SCVWD
Wednesday, April 30, 2014	Implementation Board special meeting from 9 am to noon at SCVWD to interview final candidates
Thursday, May 15, 2014	Regular Implementation Board meeting ---target date for appointment of Executive Officer
Mid-June (+ or -)	Target for Executive Officer to start Agency employment

CPS HR and the Interim Executive Officer will provide a recommendation to the Selection Committee on April 1st regarding the process to negotiate the Employment Agreement with the recommended candidate. The Selection Committee's recommendations will be provided to the Implementation Board at the April 30, 2014 Special Implementation Board meeting.

The Recruitment Brochure being used by CPS HR is attached. On March 20, 2014, CPS HR will provide an update on the recruitment process.

The one action that is recommended at this time is setting the April 30, 2014 special meeting of the Implementation Board.

Attachment: Recruitment Brochure



SANTA CLARA VALLEY HABITAT AGENCY

EXECUTIVE
OFFICER





THE AGENCY

The Santa Clara Valley Habitat Agency ("Agency") is a joint powers agency formed in April 2013 by the County of Santa Clara, the Santa Clara Valley Transportation Agency, the Santa Clara Valley Water District, and the cities of San José, Morgan Hill and Gilroy. The Agency and each of its founding partners have adopted a Habitat Conservation Plan and Natural Communities Conservation Plan ("Plan") seeking to protect, enhance and restore habitat for plant and wildlife in an area covering 508,669 acres of southern Santa Clara County. The Plan provides a framework for promoting the protection and recovery of natural resources, including endangered species, while streamlining the permitting process for planned development, infrastructure, and maintenance activities.

The member agencies have appointed representatives to an eleven member Implementation Board and a six member Governing Board with responsibilities for establishing policies, procedures, regulations and fees regarding certain land use decisions and maintenance activities that would otherwise require an endangered species "take" permit from State and Federal agencies.

THE PLAN

The Plan was developed in association with the US Fish and Wildlife Service and the California Department of Fish and Wildlife. Under the Endangered Species Act and the California Natural Community Conservation Planning Act, the approved Plan is a 50-year permit that authorizes incidental take of listed species. In addition to obtaining take authorization for each local partner's respective activities, the cities and County are extending take authorization to project applicants under their land use jurisdiction. The Plan, including an Executive Summary, is available at www.scv-habitatplan.org.

Covered activities in the Plan include seven general categories:

- Urban Development
- In-stream capital projects
- In-stream operations and maintenance
- Rural capital projects
- Rural operations and maintenance
- Rural development

- Conservation strategy implementation through acquisition of new open space (approximately 33,500 acres) and enhanced protection of existing open space (approximately 13,500 acres) for the benefit of covered species, natural communities, biological diversity and ecosystem function. The strategy also includes extensive wetland creation and restoration projects as well as conditions on new public and private sector activities.

THE COMMUNITY AND REGION

The area covered by the Habitat Plan encompasses a portion of the vibrant economic region known as Silicon Valley. The Plan area is located 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, and includes portions of the Santa Cruz and Diablo mountain ranges as well as the Santa Clara Valley floor. More than one million people live within the Plan area enjoying the benefits of a dynamic innovation economy and proximity to abundant parks, trails, lakes, streams, and open space. The Plan area also includes extensive rural lands that, in part, support extensive cattle raising activities.

The Executive Officer will maintain an office in Morgan Hill but is expected to travel widely throughout Santa Clara County and the Bay Area to build relationships with member agencies, State and Federal regulatory agencies, property owners, real estate developers, biologists, and environmental advocates.

THE POSITION

The Agency is seeking to appoint its first full time Executive Officer to implement the Plan and to support the Implementation and Governing Boards. Initially, the Executive Officer will be the only employee of the Agency, which contracts with the City of Morgan Hill for office space and administrative support. Legal counsel services are provided through contract services. The Agency is issuing an RFQ/P for 2014-2015 and 2015-2016 legal services.

The Executive Officer is appointed by, and serves at the pleasure of, the Implementation Board. The Implementation Board includes two representatives each from the cities of San Jose, Morgan Hill and Gilroy, the County of Santa Clara and the Santa Clara Valley Water District, in each case at least one of whom is an elected official, and one representative from the Valley Transportation Authority. The Executive officer's responsibilities include, but are not limited to:





- Overseeing the Agency's day-to-day activities and managing all Agency staff and consultants.
- Ensuring that the Agency operates within the annual budget approved by the Governing Board, and not approving any expenditures that are not authorized by, or would exceed, the annual budget.
- Preparing reports and recommendations for consideration by the Governing Board, Implementation Board and committees.
- Applying for and otherwise pursuing grants and other funding opportunities.
- Coordinating and maintaining consistency of Habitat Plan use, including granting of incidental take permits to private development through the three cities and the County.
- Reviewing and making recommendations to the Implementation Board on Authorized Take coverage to Participating Special Entities.

EXPECTATIONS

In addition to and supplementing the Executive Director's defined responsibilities, it is the expectation of the Implementation Board that the Executive Director will:

- Establish and maintain the presence and credibility of the Agency with the public and multiple stakeholders.
- Be responsible for implementing financial management systems to ensure accountability for the collection and expenditure of fee and grant funds to be used in the conservation strategy.
- Negotiate and manage consultant contracts for administrative and scientific support.
- Establish a roadmap for financing, acquiring, and managing habitat conservation lands.
- Be responsible for facilitating communication and coordination among the partners.
- In conjunction with the Implementation Board agree on a Work Plan that will identify measureable accomplishments.

THE IDEAL CANDIDATE

The ideal candidate will be highly skilled in project management and organizational leadership. Candidates should be able to demonstrate past experience in facilitating complex and controversial processes while remaining focused on results. A self-starter, with quiet confidence and high energy, coupled with the ability to demonstrate a collaborative, team oriented approach to problem solving will find this role rewarding. Demonstrated success in working with public sector boards is essential and prior experience in a start-up organization is a plus. Experience in land use, environmental policy issues, managing a complex organization with multiple responsibilities/stakeholders and Bachelor's degree are anticipated, and an advanced degree is desirable. It is expected that the Executive Officer will be prepared to commit three or more years to the Agency.

In addition, the Implementation Board has identified the following characteristics/experiences as desirable in the Executive Officer:

- Excellent organizational, project and time management skills for large complex and controversial planning projects with multiple priorities.
- Entrepreneurial and a quick study; ability to absorb information quickly, sees the "forest for the trees" and provides creative options to keep projects moving forward.
- Ability to take complex ideas and translate into terms that are understandable to a broad audience
- Politically savvy; experience in working with the public sector, and understanding agency processes and decision making priorities
- Extensive experience in facilitating controversial subjects; reputation for objectivity and fairness in dealing with tough decisions; understanding of the importance of "process" without losing sight of the importance of "results"
- Dynamic and high energy; ability to manage stress, multiple priorities, and uncertainty
- Ability to inspire team action and engage others in incremental and critical decision making
- Ability to work collaboratively with a wide variety of organizations and individuals including staff and consultants, co-permittees and other local jurisdictions, community and other organizations, Wildlife agencies' staff and the general public





- Ability to balance Agency management with establishing and maintaining productive working relationships with individuals and organizations from local, regional and larger areas that have a connection to the Habitat Plan
- Experience and education in land-use planning and land conservation
- Varied experience in municipal and regional public administration
- Ability to negotiate solutions to complex issues, such as identifying multiparty funding arrangements and acquisition of land and easements
- Experience in writing grant applications and successfully securing funding
- Familiarity with Santa Clara County natural resources, land-use issues, organizations involved in the Habitat Plan and decision making process, and related matters
- Superb written communication and oral presentation skills
- Capability to function well with minimal administrative support
- Experience in using standard office PC applications; experience should include creation and presentation skills

COMPENSATION AND BENEFITS

The compensation and benefits of the Executive Officer will be negotiated to provide for comparable compensation with similar positions in the region. The Agency has commissioned a professional total compensation survey to establish the negotiation parameters. The Agency does not currently provide health insurance or public employee retirement but is prepared to negotiate these issues with the successful candidate.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Sunday, March 16, 2014. To be considered, please immediately submit a cover letter, list of six work related references (who will **not** be contacted without prior notice), indication of current salary and a resume that reflects the scope of responsibilities you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to:



Pam Derby • Ed Tewes

CPS HR Consulting

241 Lathrop Way • Sacramento, California 95815

Phone [916] 263-1401 • Fax: [916] 561-7205

Email: resume@cpsshr.us

Website: www.cpsshr.us/search

Resumes will be screened in relation to the criteria outlined in this brochure and candidates with the most relevant qualifications will be invited to preliminary screening interviews conducted by the consultants on an ongoing basis as resumes are received. The most qualified candidates will be invited to interviews with the Agency Selection Committee on **Friday, April 18**. Thorough reference and background checks will then be conducted on top finalists who will participate in interviews with the Implementation Board. It is anticipated that the new Executive Officer will begin in early-mid June.



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